

POSITION: Online Editor-in-Chief, Office of the Democratic Leader

- Required Skills:** Senior online editorial experience in a team environment, including managing staff assignments, line-editing web / bulk email copy, and meeting deadlines. Significant communications management experience preferred. (3+ years)
Proven success in using online communications and internet campaigns to reach targeted online audiences.
Solid understanding of Democratic policies and commitment to Democratic causes.
Experience managing team-oriented development of dynamic, database driven websites and internet campaigns.
MS Office 2000.
- Helpful Skills:** Experience in political communications on a campaign or within an agency/advocacy group.
Experience planning website development, including: development of site and email strategies including segmentation; online marketing and outreach to expand Democratic/progressive web audiences; Website Architecture, documentation, and specification development.
Familiarity with: HTML / web page construction; webcasting technology; website design and layout; web site promotion (Internet advertising and ad buying); other programming languages including ASP, SQL Server; knowledge of databases.
Experience in managing email lists.
- Salary Range:** Commensurate with experience.
- Benefits:** Comprehensive Federal employee benefit package includes health and life insurance, thrift savings (retirement) plan, Metro benefits, student loan program, life insurance, vacation/sick leave, comp time, and health club access.
- Terms of Employment:** Available Immediately. Permanent, full time.
- Job Description:** Fast-paced Democratic Congressional leadership office seeks an online editor-in-chief to manage content and ongoing development of two high-profile web sites, targeted bulk email communications, and online marketing efforts. The **ideal candidate** has a proven track record of success with managing online messaging and organizing to reach targeted audiences, within a team environment. ***This is a senior-level position.***
- Duties include:
- Heading the Online Editorial Board, focused on *proactively* driving the messaging on two websites and on daily mass email communications to targeted audiences within a high-energy, team-based campaign environment.
 - Acting as central hub responsible for all online communications in coordination with a number of internal departments, including Communications, Research, Outreach and Policy.
 - Managing a team of writers and support staff, with responsibility for staff assignments, copy editing, and meeting deadlines for all online communications.
 - Spearheading the long-term growth of online communications strategies.
- To Apply:** Please send the following **via email** to **LeaderJobs@ctsg.com**:
- Cover letter and Resume. Please include salary requirements.
 - List of results (e.g.,: "email activist list grew from 700 to 10,000 members in 6 months," "collected 25,000 online petition signatures," "4 month internet campaign resulted in bill passage," "quadrupled our page hits," "raised \$125,000 online.")
 - Samples of web site and bulk email content you have developed (one of each).

MS word or .pdf preferred. No phone calls or faxes, please.